

| **Policy Valid from date 03/01/2025** |  |
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| **Policy Valid to date: 02/01/2026** |  |

Contents

1. [Executive Summary 4](#_heading=h.gjdgxs)
2. [Introduction 4](#_heading=h.30j0zll)
3. [Definitions 5](#_heading=h.1fob9te)
4. [Scope 5](#_heading=h.3znysh7)
5. [Purpose 5](#_heading=h.2et92p0)
6. [Roles and Responsibilities 6](#_heading=h.tyjcwt)
7. [Policy detail/Course of Action 6](#_heading=h.3dy6vkm)
8. [Consultation 7](#_heading=h.1t3h5sf)
9. [Training 7](#_heading=h.4d34og8)
10. [Monitoring Compliance and Effectiveness 8](#_heading=h.2s8eyo1)
11. [Links to other Organisational Documents 8](#_heading=h.17dp8vu)
12. [References 8](#_heading=h.3rdcrjn)
13. [Appendices 8](#_heading=h.26in1rg)

**Appendix A** Globally Harmonised Symbols

**Appendix B** CoSHH Review Process

**Appendix C** Financial & Resourcing Impact Assessment on Policy Implementation

**Appendix D** Equality Impact Assessment Screening Tool

# Executive Summary

* 1. Care Stream has a statutory duty under the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH) to assess the risks to its employees, patients, visitors and others from any exposure to substances hazardous to health within all of Care Stream premises.
  2. This policy demonstrates the importance of compliance with the COSHH Regulations and sets out a procedure to:
     + Safeguard the health and safety of staff, patients, visitors, and others who may be affected by substances used by Care Stream.
     + Identify and control all substances used by Care Stream that are within the COSHH Regulations.
     + Ensure that suitable and sufficient risk assessments are carried out by the individual service managers in line with regulations; on all High-Risk substances used within their department – see section 6.4.
     + Identify through risk assessments, the information and training needs of all Trust employees.

# Introduction

* 1. Care Stream regards its responsibility for the Health, Safety and Welfare of employees as a matter of great importance. Care Stream seeks to ensure that everything that is reasonably practicable is carried out to prevent personal injury caused through work or work activities.
  2. The COSHH Regulations 2002 require Care Stream to evaluate and control the risks to health for all employees from the exposure to hazardous substances at work. This includes exposure to microbiological agents, dusts of any kind in substantial quantities and all chemicals hazardous to health.
  3. Cytotoxic drugs also come under the requirements of COSHH and there is a duty to protect the staff administering these drugs.
  4. Care Stream is required to ensure the availability of up-to-date information regarding the hazards associated with all substances used and establish that suitable controls and procedures are in place to minimise risks to the workforce. Each hazardous substance identified will require a formal COSHH assessment which must identify:-
     + risk posed to the health of those exposed
     + steps necessary to control exposure to those hazards
     + prevention or adequate control of exposure
     + that the control measures are used and maintained
     + monitoring of the exposure
     + health surveillance where required
     + employees are properly informed and trained and supervised

The exception to the requirements of COSHH include Lead, Asbestos etc. which carry their own regulations.

# Definitions

* 1. **COSHH –** Control of Substances Hazardous to Health
  2. **GSH** – Globally Harmonised Symbols
  3. **CLP** - European Regulation (EC) No 1272/2008 on classification, labelling and packaging of substances and mixtures came into force on 20 January 2009 in all EU Member States, including the UK. It is known by its abbreviated form, ‘the CLP Regulation’ or just plain ‘CLP’.

# Scope

* 1. This policy applies to all staff, volunteers and contractors that are employed by Care Stream, and is applicable to all its premises.
  2. This policy will cover all premises that are owned/occupied or shared by Care Stream.
  3. Where premises are shared with another organisation, employees will be required to follow this policy as well as complying with any additional requirements pertinent to that other organisation. Other organisations sharing Care Stream premises may either comply with this policy or an alternative that is in compliance with the COSHH Regulations (2002) (as amended). This must be agreed between the two organisations.

# Purpose

* 1. COSHH is the law that requires employers to control substances that are hazardous to health. The COSHH Policy is designed to layout the practical methodology to prevent or reduce workers, and others, exposure to hazardous substances by: stating what the health hazards are and through risk assessment providing monitoring and health surveillance in appropriate cases; and planning for emergencies.

# Roles and Responsibilities

* 1. Director. The overall responsibility of COSHH within Care Stream rests with the Director, who must ensure that the right policies, procedures, and systems are in place and kept under review.
  2. Directors of Operations, Area Managers and Service Managers shall ensure that within services and departments under their control, all managers appoint suitably competent persons to act as the COSHH link person for that service or department. They shall also ensure that facilities are in place for the link persons to both receive such training as required and to carry out required risk assessments.
  3. The appointed person for Health and Safety will act as lead on Health & Safety matters in services and will oversee the implementation of this policy and support the staff team who will operate the safety measures in services.
  4. All employees and other staff have a responsibility to comply with Care Stream’s COSHH Policy as well as any specific policies and procedures which affect their normal working practices. Staff should have the skills and knowledge to enable them to identify and report risks, near misses and incidents, in accordance with Care Stream’s incident reporting policy and procedures.
  5. COSHH assessments must not intentionally or recklessly be interfered with or misused. Where there is reason to suspect such interference or misuse, that person may be subjected to disciplinary actions.

# Policy Detail / Course of Action

* 1. This policy sets out the principles and arrangements on which Care Stream bases their commitment to the Control of Substances Hazardous to Health.
  2. The intention of the policy is to ensure compliance with the regulations, support a safe system of work and ensure staff working with COSHH substances and others, who may come into contact with COSHH substances, as far as reasonably practicable, will be safe.
  3. COSHH places a responsibility on Care Stream to ensure that suitable Health Surveillance checks are carried out in areas where staff are exposed to substances that may have a chronic effect to their health. These checks are to include Skin Checks, Lung Function Test, Blood Tests, and Urine Test etc. It is the service manager’s responsibility to inform Occupational Health (Or HSE) which members of their staff have been exposed and therefore may require health surveillance.
  4. Any work area that is exposed to fumes; dust etc. on a regular basis must have the ‘Occupational Exposure Limits’ (OEL) and Maximum Exposure Limits (MEL) checked on a regular basis.
  5. It is the responsibility of the service manager to ensure that all equipment used for the purposes of removal is checked with the maintenance department and this is suitably maintained by their department.

# Consultation

* 1. This policy has been through a full consultation process in accordance with the requirements of Care Stream.

# Training

* 1. The service manager will, by using a suitable COSHH Management System (CMS) create a database for all COSHH substances used within all Care Stream’s premises. This will be completed locally within health and safety information held within the services.
  2. Following discussions with the health and safety person in services, a COSHH folder will be produced by the service manager using the CMS system, and will contain an Index Sheet of all the items used within that work area, along with copies of all the COSHH Assessments for the substances identified within that work area (Where applicable).
  3. Face to face COSHH Audits are to be carried out on an annual basis for all Services and Community based work areas belonging to Care Stream to identify any changes in substance used not previously declared. Support should be given to individuals making purchases of items that may need to be stored under safer conditions.
  4. COSHH Risk Assessments will be carried out by the manager on all High-Risk substances used within the Service, based on how the substance is used, also following any changes in working practice that may have an adverse effect to the safety of both staff and people being supported.
  5. This COSHH Policy has a mandatory ‘COSHH Awareness’ training requirement which is detailed in Care Stream mandatory training matrix. This training is initially to be undertaken by all staff, and will only be required to be renewed if the following apply:

1. If there is a change to the Legislation
2. If there is a significant change of job role
3. If the staff member is a COSHH Representative for a work area
   1. It is the responsibility of all staff within a work area, to be aware of any procedure regarding any ‘Spillage’ of substance in their area of work, if applicable, to know where the spill kit is located and what course of action is required to clean up the spillage.
   2. Following any accidental exposure, employees should refer to their local COSHH file for information on what action to take. If there are any immediate health concerns, they should attend A&E for assessment and treatment. Following this, if there are any potential ongoing effects to their health, they should be referred to the Occupational Health department for further advice. It must also be reported via the correct Incident Reporting procedures.

9.9 All COSHH link persons / Managers will be required to attend a COSHH Refresher training course in accordance with Care Stream training schedule.

# Monitoring Compliance and Effectiveness

* 1. Each premises will be expected to have regular checks carried out by the appointed person who will carry out a physical check.
  2. This activity is monitored by a health & safety appointed person in the service. All training is monitored by Care Stream training matrix.

# Links to other Organisational Documents

| Health and Safety Policy |  |
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| Infection Control Policy |  |
| Fire Safety Policy |  |

# References

* 1. **Health and Safety at Work etc. Act 1974** – Available from [www.hse.gov.uk](http://www.hse.gov.uk/)
  2. **Management or Health and Safety Regulations 1999** – Available from [www.hse.gov.uk](http://www.hse.gov.uk/)
  3. **The Control of Substances Hazardous to Health Regulations 2002** (as amended) available from [www.hse.gov.uk](http://www.hse.gov.uk/)
  4. **CHIP** - Chemicals (Hazard Information and Packaging Supply) Regulations 2002 Available from [www.hse.gov.uk](http://www.hse.gov.uk/)

1. **Appendices**

**Appendix A**

**GLOBALLY HARMONISED SYMBOLS**

| GHS01 explos | Explosive, self-reactive, organic peroxides | Explosive |
| --- | --- | --- |
| GHS02 flamme | Flammable gases, flammable liquids, flammable solids, flammable aerosols, organic peroxides, self-reactive, pyrophoric, self-heating, contact with water emits flammable gas. | Highly/ Extremely flammable |
| GHS03  Ox-flam | Oxidising gases, liquids and solids | Oxidising |
| GHS04 gas bottle | Gases under pressure | No symbol |
| GHS05 acid | Corrosive (causes severe skin burns and eye damage), serious eye damage. | Corrosive |
| GHS06 scull xbone | Acute toxicity, Very Toxic (fatal), Toxic etc. | Toxic/Very Harmful Toxic |
| GHS07 exclam | Harmful skin irritant , serious eye irritant, skin sensitization, specific target organ toxicity, respiratory tract irritation, narcotic effects | Harmful/ Irritant |
| ghs08 Health Haz | Respiratory sensitiser, mutagen, carcinogen, reproductive toxicity, systemic target organ toxicity, aspiration hazard. | No current specific symbol Use either |

| GHS09  Env pollu | Hazardous to the aquatic environment | Dangerous for the environment |
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**Equality Impact Assessment (EIA) Screening Tool**

| Document Title: | CoSHH Policy |
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| Purpose of document | For compliance with the COSHH Regulations 2002 and health and safety in the workforce. |
| Target Audience | *All* |
| Person or Committee undertaken the Equality Impact Assessment | *Director of Operations* |

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